



JFA Purple Orange

Julia Farr Association Team Member

Role description & person specification

ABOUT THE ROLE

1. Summary of the role's aim

Julia Farr Youth (JFY) is run by a committed bunch of young people living with disability who are passionate about helping children and young people living with disability like them.

The ultimate aim of JFY is to provide a safe space where the interests of children and young people living with disability are represented and acted upon.

JFY is a platform for taking action. This means working at both a community and systemic level, by providing consultation, advice and raising awareness about children and young people living with disability at public events and forums. We give children and young people a safe and respectful space where they can share their experiences, have a voice, have their say and grow in confidence and learn new skills.

The Executive Officer role coordinates:

1. JFY's activities in peer networks
 2. JFY's representative work with governments and other leaders
 3. JFY's organisational arrangements, including grant-writing and transition to become incorporated.
 4. JFY's work to build the capacity of young people living with disability.
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2. Main Benefits (Outcomes)

The success of this role will be reflected by an improvement in the life chances of people living with disability¹ through fulfilling the vision of JFY, which is to provide a safe space where the interests of children and young people living with disability are represented and acted upon. This includes

1. children and young people living with disability being connected to their peers for mutual support and voice
2. effective consultation on, and representation of, their views to government and nongovernment organisations and community groups
3. JFY operating as a sustainable incorporated entity, including JFY Members with increased skill and knowledge in organisational governance and management
4. Measurable growth in the capacity of children and young people living with disability to speak about, and act on, issues that are important to them.

¹ Note that throughout this document we acknowledge and support the benefits that family members can also gain from this role

3. Main Deliverables (Outputs)

1. Peer networks
 - Delivery of peer network meetings, consultations, and related support activities, that assist children and young people living with disability to connect to their peers for mutual support
 2. Consultation and representation
 - Delivery of consultations, focus groups, etc., so children and young people living with disability have their views heard
 - Development and maintenance of effective relationships with stakeholders
 - Drafting and delivery of policy submissions, letters etc. to, and meetings with, leaders in government and community organisations
 3. JFY organisation
 - Completion of grant applications and acquittals
 - Production of policies and procedures that help JFY to operate as an incorporated entity
 - Completion of JFY's transition to become an incorporated entity
 - Maintenance of JFY organisational arrangements, including regularly reviewed and updated policies
 - Provision of accurate and timely reporting to JFY on all activities
 4. Capacity-building
 - Delivery of capacity-building opportunities for children and young people living with disability
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4. Main work activities (Processes)

- Coordinate and promote JFY meetings, peer network meetings, consultation and

- other events, in a way that maximises participation by children and young people living with disability
- Work within a Child Safe Environment as required by the *Children's Protection Act 1993*.
 - Manage relationships with leaders in government and community organisations ('external stakeholder') through:
 - Building connections with external stakeholders
 - Record-keeping of external stakeholder information and contact
 - Coordinating and preparing for meetings with external stakeholders
 - Project management of all work, driven by:
 - clear mapping of benefits, measures, deliverables, processes and inputs
 - management of project milestones and budgets
 - identification and resolution of project issues
 - Administer/manage JFY's budgets and report to JFA Purple Orange as funder.
 - Report regularly to meet the needs of JFY committee/board, funders, internal stakeholders, and government
 - Research and draft policies and procedures for JFY to consider and adopt
 - Monitor, review and update guidelines, policies, manuals, website, forms and agreements
 - Facilitate the design and delivery of induction training for JFY members
 - Research and draft submissions and related publications for JFY to consider and adopt
 - Research and draft new initiatives and projects for young people living with disability for JFY to consider and adopt
 - Support JFY to access training and professional development as directed by the JFY Members.
 - Support JFY to increase awareness of costs and budget operations.
 - Other activities as directed by JFY.
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5. Reporting/Working Relationships

This role reports to (role sponsor):

For the period of time JFY remains unincorporated, this role reports to the Leader Social Policy and Initiatives, Purple Orange, or other staff member as delegated by the CEO of Purple Orange. The reporting relationship focuses on employee rights and responsibilities (e.g. ensuring there is an appropriate employment contract in place, signing off on leave forms etc.) performance management, practice guidance and professional development.

In addition, the Executive Officer ('EO') is responsible to the JFY committee. This reporting relationship focuses on the EO working as the agent of the JFY committee, so that the work activities are safe and reflect the wishes and leadership of the JFY committee in relation to JFY's strategic goals

This arrangement will be reviewed once JFY achieves incorporation.

This role provides formal support and guidance to the following other roles:

- JFY Members, including Chairperson and Secretary
- Others involved in JFY's initiatives, such as Peer Mentors and Peer Connectors
- Participants in JFY initiatives and projects
- Any students, trainees, interns, volunteers etc. who may from time-to-time be involved with JFY or Purple Orange

This role is responsible for maintaining good networks with stakeholders, including:

- Children and young people living with disability, and other people in their lives such as family, friends and other supporters
- Purple Orange staff members and Board members
- Community leaders and NGOs relevant to the work
- Federal, state and local government departments and staff relevant to the work
- mainstream service providers
- Peak bodies, such as CYDA and YACSA

6. Special Conditions (Such as travel requirements, frequent overtime, etc).

The incumbent is required to:

1. Demonstrate that they are a person with the appropriate attributes to work with young people by fulfilling organisational screening requirements, including DCSI Screenings

The role demands a commitment to:

2. Support the integrity of JFY and Purple Orange by maintaining a high standard of personal and professional conduct that supports our values, including:
 - People living with disability having personal authority in their lives
 - People being active valued members of mainstream community life
 - Capacity-building
 - The exercise of ambassadorship
 - The exercise of your best judgement in respect of safeguards for you, your fellow team members, people living with disability and their families, and other visitors to our organisation.
3. Support and contribute to the achievement of JFY and Purple Orange's goals as set out in strategy and business plan documents.
4. Initiate, and participate in, activities in support of best practice, a learning organisation, and the generation of knowledge capital.
5. Occasionally work outside of normal business hours where this is needed.
6. Participate in performance planning and review, as frequently as may be required, but at least annually, and commit to ongoing personal and professional development.
7. Be willing to change office location if directed as a result of service development and organisational change.

Acknowledged by Role Holder /...../.....

Role Sponsor..... /...../.....

CONFIDENTIAL

ABOUT THE ROLE HOLDER

Essential Criteria

1. Demonstrated capacity to coordinate projects involving children and young people to a high standard, including planning, management, issue resolution, and accountability reporting.
2. Deeply felt value base in support of improving the life chances for people living with disability and their families being active valued members of mainstream community life.
3. Demonstrated capacity to build effective relationships with a wide range of people, including young people living with disabilities (and the families, friends and supporters in their lives), support agencies, government staff, and others.
4. A self-starter driven to achieve genuine measurable outcomes relating to the growth and development of an effective project.
5. Demonstrated capacity to communicate effectively both verbally and in writing.
6. Demonstrated capacity to prioritise, work under pressure and meet deliverables relating to budget and timelines.
7. Ability to lead and otherwise contribute to the review of project work and develop procedures for improving practices relating to project work.
8. Demonstrated ability to contribute to the maintenance of a harmonious, safe and healthy workplace, free of harassment, unlawful discrimination and bullying and where diversity is valued.
9. Lived experience of disability.

Desirable criteria

1. A relevant tertiary qualification
2. Experience within the disability sector, as a worker, manager or governor
3. Experience working with children and young people living with disability and/or contributing to/participating in initiatives and programs engaging young people.
4. Knowledge of legislation & policy settings and how they impact children and young people living with disability.
5. Knowledge and/or experience of JFY activities and networks, or similar.
6. Personal lived experience of disability.